4th CYCLE MONITORING PROCESS

1. <u>Training – October and November, 2009</u>

   1 day training for self-assessment and improvement planning

2. <u>Improvement Planning – November 2009 – March 1, 2010</u>

   Assemble improvement planning team, drill down district data, prioritize needed areas of improvement, write improvement plan

IMPROVEMENT PLAN MUST BE SUBMITTED BY 5:00 PM, MONDAY, MARCH 1, 2010

3. <u>Self-Assessment – November, 2009 – March 1, 2010</u>

   Decide which files the district will review

   Complete the indicator checklist on IMACS for each file selected

SELF-ASSESSMENT MUST BE COMPLETED ON IMACS BY 5:00PM, MONDAY, MARCH 1, 2010

4. <u>Initial Evaluation and Part C to B Evaluation Timelines</u>

   District will submit evaluation timelines through the IMACS system

   All evaluations completed from July 1, 2009 through April 30, 2010 will be included

TIMELINE SPREADSHEETS MUST BE COMPLETED ON IMACS BY FRIDAY, MAY 17, 2010

5. <u>File Submission – After March 1, 2010</u>

DESE compliance supervisors will review district's self-assessment

Supervisors will request some files chosen from the file review by the district

Files may be submitted after notification from DESE supervisor by mail, fax, or upload through IMACS

6. <u>Corrective Action Plan</u>

Developed after the district receives self-assessment report from DESE

Must include strategies and timelines for correcting any non-compliance identified through file review

CORRECTIVE ACTION PLAN MUST BE SUBMITTED ON THE IMACS SYSTEM WITHIN 30 DAYS FOLLOWING RECEIPT OF REPORT

7. <u>Evidence of Correction</u>

Documentation showing evidence of correction of noncompliance

May be submitted by DESE by mail, fax, or upload through IMACS at any time during the 12 months

ALL NONCOMPLIANCE MUST BE CORRECTED WITHIN 12 MONTHS OF THE DATE OF THE FINAL REPORT RECEIVED FROM DESE. ENFORCEMENT ACTIONS MAY BE IMPOSED FOR ANY NONCOMPLIANCE NOT CORRECTED WITHIN THE 12 MONTHS.

List of Things to Remember during the MSIP Fourth Cycle Process

1. Do not attempt to use IMACS before your district is notified that IMACS is ready for you to use.

2. When conducting the file review, save early, save often. If the phone rings, save before you pick it up. If someone walks into the room, save before you talk to them.

3. Complete the demographic information for each child accurately and completely. The demographic information triggers certain checklists such as transition and eligibility. Please be sure to select students evaluated or reevaluated in the previous 2 semesters.

4. Do not hit the "submit" button until you are ready to release that information to DESE. The file review and timeline spreadsheets are separate applications.

5. Give your district plenty of time to complete each step in the process. Submitting the information on time will help you receive your reports in a timely manner. Your RPDC consultants are valuable resources in this process and are knowledgeable about the file reviews.

6. Check the print quality of documents that are uploaded and/or copied. If you can't read the documents, we won't be able to, either.

7. Check to make sure you are submitting all of the necessary pieces of documentation for the student files we request. If you used it to make a call in the file review, we need to see it to verify that call.

8. Be careful to select the appropriate responses to file review questions. For example, when responding to the indicator that asks if the IEP addresses transportation as a related service:

    - Only indicate "no" if the IEP failed to document the IEP team's decision about transportation as a related service.

    - "NA" is not an appropriate response for this indicator because every IEP must document the IEP team's decision about transportation as a related service.

    - Use "yes" when the IEP documents the team's decision about transportation as a related service, even if the decision is that the child does not require transportation as a related service.

9. Do not leave any indicators blank. Be sure to choose either "yes, no, or NA."

10. Please call us if you think something is not working right in the IMACS system. We are always ready to help you as much as we can. The Compliance Section number is 573-751-0699, and Dana Desmond, Data Specialist, is at 573-751-0186.